

**REQUEST FOR ADMINISTRATION OF
NON-PRESCRIPTION MEDICATION
BY SCHOOL PERSONNEL**

*All medication must be sent to school in the original packaging.
Medication in other containers should not be sent to school for dispensing.*

_____ should receive

(Name of Drug, Dosage)

Specific instruction for administration: _____

Possible side effects to watch for: _____

Special storage instructions: _____

Reason for administration: _____

I hereby request and give my permission to the school approved personnel to administer the above stated medication to my child. I further acknowledge by signing this form that the school or its personnel are under no obligation to render assistance in the administering medication and do hereby release all designated employees from liability for damages or injury resulting from either performing or not performing the assistance required.

**I HAVE READ AND UNDERSTAND THE GUIDELINES
FOR ADMINISTRATION OF MEDICATION.**

Name of Child _____

Homerom Teacher _____

Date _____

Signature of parent _____

Guidelines for Medications at School

- **All medication must be in the container in which it was dispensed** by the prescribing health care provider or licensed pharmacist.
- Any student needing to take medication during school hours **must have a signed Medication Authorization form** from the parent or guardian and a properly completed physician's statement.
- The School Nurse may not give over-the-counter medication unless prescribed by a health care provider. A Medication authorization form must be completed.
- No injectable medications will be given by school personnel except for EpiPen for severe allergic reaction.
- No verbal orders can be taken. Any changes in medication must also be in writing from the health care provider.
- The authorization by the physician can be on a prescription pad or other form, as long as it has all the information required on the Medication authorization card. It can be attached to the card signed by the parent.
- This card must be renewed each year or if the medication or dosage is changed.
- Medications ordered three times a day or less, unless a time is specified, may not need to be taken at school. The medication should be given before school, after school, and at bedtime.
- At the end of the school year, or if the medication is discontinued, the parent must pick up any remaining medication, or sign a release form. If the medication is not picked up by the specified date, it will be disposed of.